

63rd District Court Mobile Check-In User's Guide *for Clerks*



Michigan State Court Administrative Office
Judicial Information Systems
Last update: February 13, 2015

Table of Contents

Introduction 3

1. Logging In 3

2. View Case List 3

3. Find a Case, Select and View Case Details 4

4. Checking in a Party to the Case..... 4

5. Set and remove “See Clerk Flag”, enter Comments 5

6. Case Ready to be Called 6

7. Best Practice – Notes from the Clerks 6

Introduction

The Check-in application provides the capability for court visitors to Check-in for their cases electronically, and for court clerks to view and manage the court calendar online. Court Clerk and Attorney roles for Kent County, 63rd District Court are supported via Desktop Browser and Mobile Web.

This manual supports the **Clerk's** version of the Mobile Check-In application.

1. Logging In

Navigate to the login page at <https://secure.courts.michigan.gov/CheckIn>, click on the Login link and enter your user name (not case sensitive) and password (case sensitive):

Initial Clerk Screen

2. View Case List

A list of cases will appear. Cases are loaded with color bars down the left side of the screen:

RED - Case Color showing new case with no activity yet

YELLOW - Case Color showing a partial check-in

BLUE - Case Color showing there is a message to be viewed

GREEN - Case Color showing a full check-in, no message flags, and the Case is ready to be called

View Case List Screen

Status	Time	Case #	Case Name	Judge	Room	Hearing Type	Case Description
Checking In Progress	8:30 AM	Case #D1404237	People of STATE OF MICHIGAN vs PIELL JESSICA MARIE	Judge O'HARA	Room #CRRM 2 (2ND FLOOR)FOR PLEA	SCHEDULED	DRUNK DRIVING STATUTE
See Clerk	8:30 AM	Case #D1404740	People of STATE OF MICHIGAN vs VANDERKAMP JAIMIE LYNN	Judge O'HARA	Room #CRRM 2 (2ND FLOOR)FOR PLEA	SCHEDULED	DRUNK DRIVING STATUTE
Ready To Call	8:30 AM	Case #D1403550	People of STATE OF MICHIGAN vs GARCIA DANETTE	Judge O'HARA	Room #CRRM 2 (2ND FLOOR)FOR PLEA	SCHEDULED	DRUNK DRIVING STATUTE
Not Checked In	8:30 AM	Case #D1403648	People of STATE OF MICHIGAN vs STANTON LYNDSEY RENEE	Judge O'HARA	Room #CRRM 2 (2ND FLOOR)FOR PLEA	SCHEDULED	DRUNK DRIVING STATUTE

3. Find a Case, Select and View Case Details

- Enter a party's last name in the "Party Name" field and click on the FILTER button. This will shrink down the list of cases in your view. You can also FILTER by a bar number or select a particular judge from the "Judge – Select a Judge" drop down menu.
- Click on the large "plus" sign to the right of the case you want to view
- To view case details, click the "plus" sign to the left of "View Case Details" in the green bar

View Parties on a Case

	Not Checked In	Case 10:00 AM #D1401446	People of STATE OF MICHIGAN vs CLELLAND ROBERT DAVID	Judge BUKALA	Room #**No Assigned Room**	Hearing Type:SCHEDULED FOR PROBATION VISIT	Case Description:DRUNK DRIVING STATUTE	
Check in as:								
Prosecution			Defense					
<input type="checkbox"/> FORSYTH WILLIAM A, Prosecution Attorney			<input type="checkbox"/> BEURKENS JERRY MARVIN, Defense Attorney					
<input type="checkbox"/> CLELLAND ROBERT DAVID, Defendant								
Check In				Call Case				
+ View Case Details								

View Case Details

	Not Checked In	Case 10:00 AM #D1401446	People of STATE OF MICHIGAN vs CLELLAND ROBERT DAVID	Judge BUKALA	Room #**No Assigned Room**	Hearing Type:SCHEDULED FOR PROBATION VISIT	Case Description:DRUNK DRIVING STATUTE	
Check in as:								
Prosecution			Defense					
<input type="checkbox"/> FORSYTH WILLIAM A, Prosecution Attorney			<input type="checkbox"/> BEURKENS JERRY MARVIN, Defense Attorney					
<input type="checkbox"/> CLELLAND ROBERT DAVID, Defendant								
Check In				Call Case				
- View Case Details								
Case Details:								
Case Type: Traffic			Hearing Type: SCHEDULED FOR PROBATION VISIT			Charged Against: 2576253A		
Disposition: DISPOSED ON GUILTY PLEA			Judge: ANGELA BUKALA			Court Clerk: TLD		
Offense Description								
DRUNK DRIVING STATUTE								

4. Checking in a Party to the Case

- Click the box next to the party you wish to Check In
- Click the "Check In" button (clicking the box next to a party will enable the Check In button)
- Click the confirmation button once you've selected the party to the case

Check a Party in to the Case

	Not Checked In	Case 10:00 AM #D1401446	People of STATE OF MICHIGAN vs CLELLAND ROBERT DAVID	Judge BUKALA	Room #**No Assigned Room**	Hearing Type:SCHEDULED FOR PROBATION VISIT	Case Description:DRUNK DRIVING STATUTE	
Check in as:								
Prosecution			Defense					
<input checked="" type="checkbox"/> FORSYTH WILLIAM A, Prosecution Attorney			<input type="checkbox"/> BEURKENS JERRY MARVIN, Defense Attorney					
<input type="checkbox"/> CLELLAND ROBERT DAVID, Defendant								
Check In				Call Case				
+ View Case Details								

	Not Checked In	Case 10:00 AM #D1401446	People of STATE OF MICHIGAN vs CLELLAND ROBERT DAVID	Judge BUKALA	Room #**No Assigned Room**	Hearing Type:SCHEDULED FOR PROBATION VISIT	Case Description:DRUNK DRIVING STATUTE	
Check in as:								
Prosecution			Defense					
<input checked="" type="checkbox"/> FORSYTH WILLIAM A, Prosecution Attorney			<input type="checkbox"/> BEURKENS JERRY MARVIN, Defense Attorney					
<input type="checkbox"/> CLELLAND ROBERT DAVID, Defendant								
Check In				Call Case				
+ View Case Details								
Do you want to check-in the below parties?								
1. FORSYTH WILLIAM A								
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>								

5. Set and remove “See Clerk Flag”, enter Comments

- Check the flag to the left of the party you need to see the clerk and enter a comment
- Click the green “Confirm” button

Check in as: Checking In Progress 10:00 AM #D1401446 People of STATE OF MICHIGAN vs CLELLAND ROBERT DAVID Judge BUKALA Room #""No Assigned Room"" Hearing Type:SCHEDULED FOR PROBATION VISIT Case Description:DRUNK DRIVING STATUTE

Prosecution ✓ FORSYTH WILLIAM A, Prosecution Attorney

Check In

+ View Case Details

Confirm Cancel

Not Checked In 10:00 AM #D1404291B People of STATE OF MICHIGAN vs PAAUWE JAMES MARTIN Judge SMOLENSKI Room #CRTRM 1 (2ND FLOOR)FOR PLEA Hearing Type:SCHEDULED Case Description:TRAFFIC MISDEMEANOR STATUTE

Clerk - Case List showing a blue color indicating one of the parties has See Clerk Flag set with comments (means there is a message to view)

FIND YOUR CASE:

Party Name: Case #: Bar Number:

Courthouse: Kent County District Judge: Select a Judge

CLEAR FILTER

See Clerk	8:30 AM	Case #D1404237	People of STATE OF MICHIGAN vs PIELL JESSICA MARIE	Judge O'HARA	Room #CRTRM 2 (2ND FLOOR)FOR PLEA	Hearing Type:SCHEDULED	Case Description:DRUNK DRIVING STATUTE	+
Not Checked In	8:30 AM	Case #D1403648	People of STATE OF MICHIGAN vs STANTON LYNDSEY RENEE	Judge O'HARA	Room #CRTRM 2 (2ND FLOOR)FOR PLEA	Hearing Type:SCHEDULED	Case Description:DRUNK DRIVING STATUTE	+

Clerk - Case details showing a red flag against a party indicating See Clerk Flag is set with comments (means there is a message to view)

- Please click and REMOVE the flag when case is ready to be called. For example, if an attorney is running late and then appears.

FIND YOUR CASE:

Party Name: Case #: Bar Number:

Courthouse: Kent County District Judge: Select a Judge

CLEAR FILTER

See Clerk	8:30 AM	Case #D1404237	People of STATE OF MICHIGAN vs PIELL JESSICA MARIE	Judge O'HARA	Room #CRTRM 2 (2ND FLOOR)FOR PLEA	Hearing Type:SCHEDULED	Case Description:DRUNK DRIVING STATUTE	+
------------------------	---------	----------------	--	--------------	-----------------------------------	------------------------	--	----------------

Check in as: Prosecution ✓ FORSYTH WILLIAM A, Prosecution Attorney

Check In

Call Case

Delete Case

+ View Case Details

Defense ✓ PIELL JESSICA MARIE, Defendant

6. Case Ready to be Called

- Case is ready to be called once all parties are checked in and there are no flags on the case

Clerk - GREEN Case Color showing Case is ready to be called

Ready To Call	0:00 AM	Case #D134691ASB	People of STATE OF MICHIGAN vs GABRICK STEVEN MICHAEL	Judge ESSICH	Room #**No Assigned Room**	Hearing Type:SCHEDULED FOR DISCHARGE FROM PROBATION	Case Description:DRUNK DRIVING STATUTE	⊕
Ready To Call	0:00 AM	Case #D1401200A	People of KENT COUNTY vs SOUTHWELL LEE DAVID	Judge ZUIDEMA	Room #**No Assigned Room**	Hearing Type:SCHEDULED FOR DISCHARGE FROM PROBATION	Case Description:NON-TRAFFIC MISD STATUTE	⊕
Ready To Call	8:30 AM	Case #D1404820	People of STATE OF MICHIGAN vs HOWE RYAN CHRISTOPHER	Judge SMOLENSKI	Room #CRTRM 1 (2ND FLOOR)	Hearing Type:SCHEDULED FOR SENTENCING	Case Description:DRUNK DRIVING STATUTE	⊕

Clerk - Case Expanded and showing Call Case enabled (all parties are checked in and no flag messages)

Ready To Call	0:00 AM	Case #D134691ASB	People of STATE OF MICHIGAN vs GABRICK STEVEN MICHAEL	Judge ESSICH	Room #**No Assigned Room**	Hearing Type:SCHEDULED FOR DISCHARGE FROM PROBATION	Case Description:DRUNK DRIVING STATUTE	⊖
---------------	---------	------------------	---	--------------	----------------------------	---	--	---

Check in as:

Prosecution FORSYTH WILLIAM A, Prosecution Attorney	Defense STRIEGLE BETH A, Defense Attorney GABRICK STEVEN MICHAEL, Defendant
---	--

[+ View Case Details](#)

7. Best Practice – Notes from the Clerks

1. Delete cases
 1. If attorney shows up and client does not, default, and the case is considered done:
 2. FTA – failed to appear
 3. BW – bench warrant issued
 4. ADJ – case is adjourned
2. Court Recorders can pull their own cases by the day and filter on the Judge